

Procedure: <i>Software Development Folder</i>	
Issue Date: May 5, 2000	Standard ID: <i>S-PE-275</i>
Supersedes: March 8, 2000	Rev/Change 2.0

1. Purpose: To provide an orderly and consistent approach in the development of each of a products units, to provide a uniform and visible collection point for all unit documentation, to aid individual discipline in the establishment and attainment of development milestones, and to provide management visibility and control over the unit level development process.

2. Creating Procedures:

P-PE-050 - Develop Products

3. Contents:

- a) **Cover Sheet:** records information about the Software Development Folder (SDF)
 - (1) *Project ID:* the unique identifier of the project the SDF is for
 - (2) *Prepared By:* the name of the person who created the SDF
 - (3) *Date:* the date the SDF was created
 - (4) *Custodian:* the person responsible for the Unit
 - (5) *Unit Identifier:* the unique identifier for the Unit of the SDF
 - (6) *Section:* the section number of the SDF
 - (7) *Description:* the name of each section of the SDF
 - (8) *Due Date:* the date the item contained in each section is due
 - (9) *Date Completed:* the actual completion date for the item contained in each section
 - (10) *Originator:* the person who completed the material in each section
 - (11) *Reviewer:* the person who reviewed and approved the material in each section
- b) **Schedule:** the schedule for the Unit of the SDF
- c) **Requirements:** the requirements satisfied by this Unit
- d) **Design Description:** typically the material that is used for the design review
- e) **Design Review Results:** the paperwork from the design review
- f) **Latest Version:** the latest version of the code or drawings
- g) **Product Review Results:** the paperwork from the product (code) review
- h) **Unit Test Results:** the Unit Test paperwork
- i) **Modification Request:** any Modification Request that are worked for this Unit
- j) **Notes:** miscellaneous items connected with this Unit
- k) **Reviewer's Comments:** Any comments the Reviewer of the SDF wishes to make

4. Format:

Following Page contains the format for the cover sheet - the other sections are defined elsewhere or are Project Manager Specified.

5. Notes: N/A

Software Development Folder Coversheet

Project ID: _____
 Prepared By: _____
 Date: _____

Custodian: _____

Unit Identifier: _____

Section	Description	Due Date	Date Completed	Originator	Reviewer
1	Schedule				
2	Requirements				
3	Design Description				
4	Design Review Results				
5	Latest Version				
6	Product Review Results				
7	Unit Test Results				
8	Modification Request				
9	Notes				
10	Reviewers' Comments				